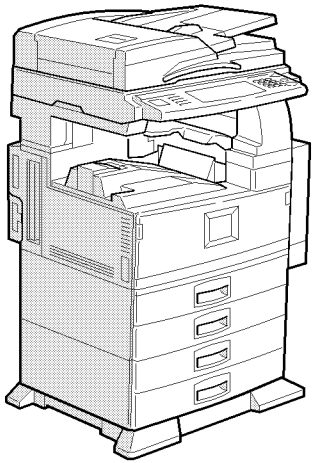
2535P/2545P/3502P/4502P
Copy Reference



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

S1470

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two GaAlAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, ⇒ P.1 *"Machine Types"*.)

- Type1: 2535/2535P, 3502/3502P
- Type2: 2545/2545P, 4502/4502P

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, ⇒ P.237 *"Power Connection"*.

USA (This information is for facsimile option users only.)

◆ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the SAVIN CORPORATION at 1-203-967-5000 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

◆ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA (This information is for facsimile option users only.)

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

SAVIN CORPORATION
333 Ludlow Street, Stamford, CT 06904
203-967-5000

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ ***WARNING:***

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***
- ***Dispose of the used toner bottle in accordance with the local regulation.***

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

- WARNINGS and CAUTIONS are notes for your safety.

Important
If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel.

[ ]
Keys built into the machine's control panel.

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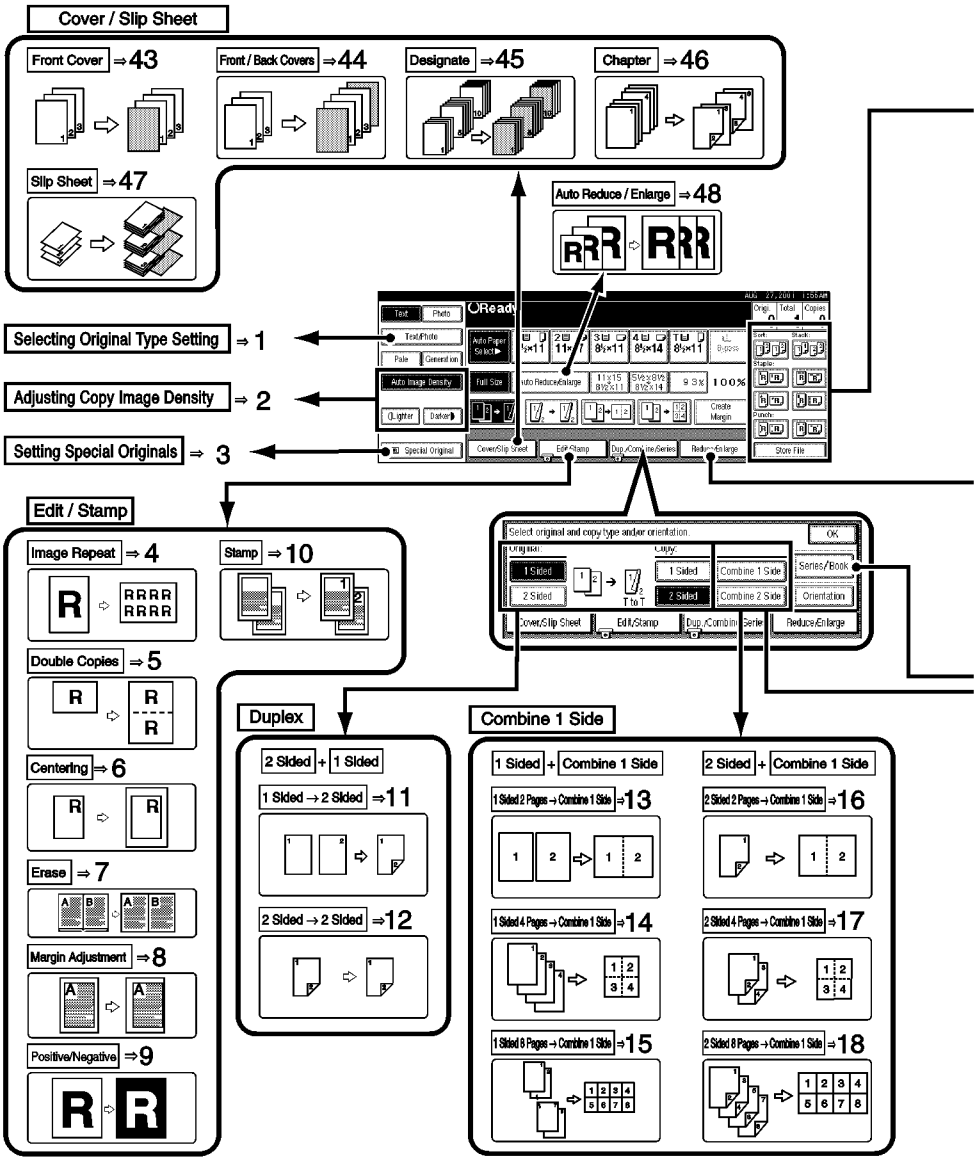
Machine Types

This machine comes in two models which vary by copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	35 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	45 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

What You Can Do with This Machine (Copy Mode)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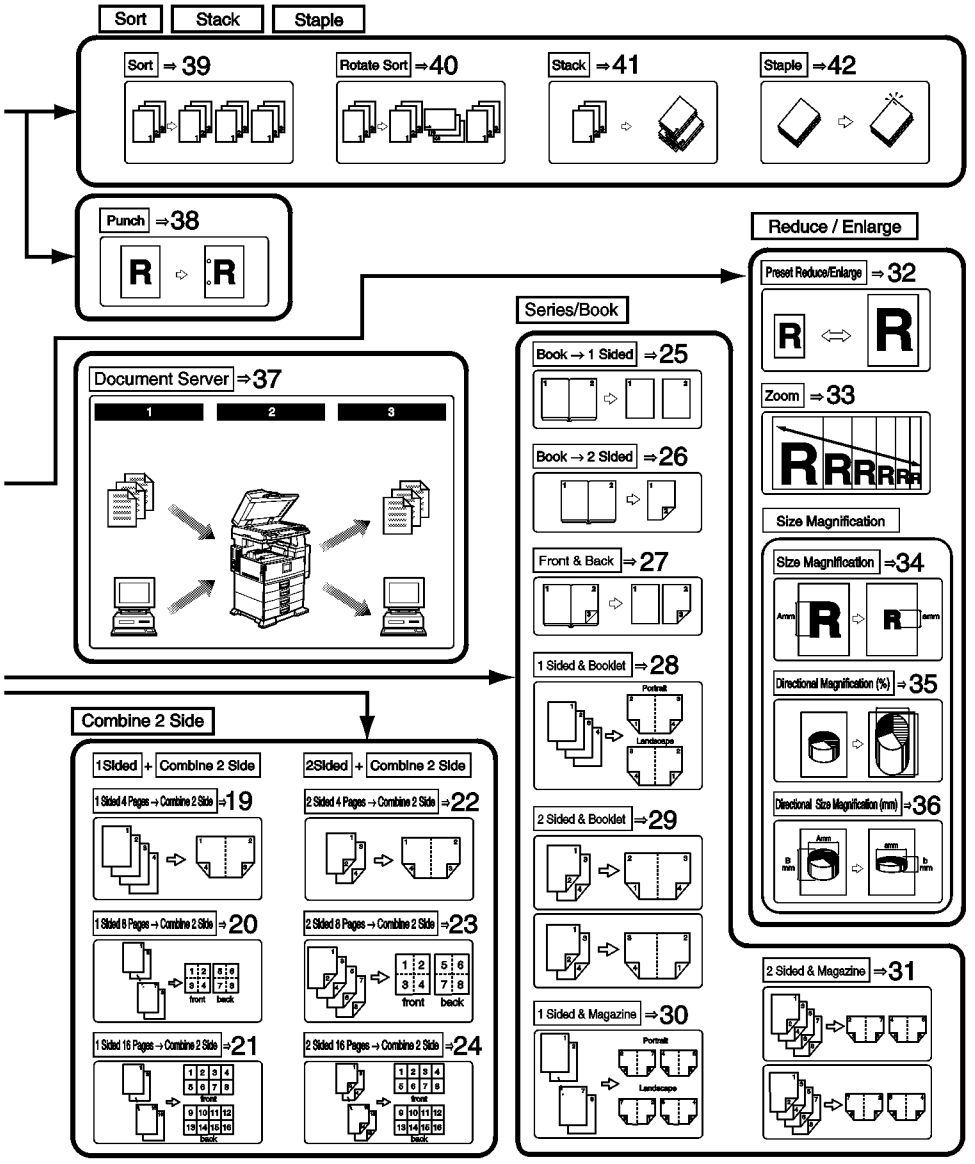
2 Sided 2 Pages → Combine 1 Side ⇒16
1 Sided 4 Pages → Combine 1 Side ⇒14
2 Sided 4 Pages → Combine 1 Side ⇒17
1 Sided 8 Pages → Combine 1 Side ⇒15
2 Sided 8 Pages → Combine 1 Side ⇒18

*1 Optional 2 Tray finisher is required.
*2 Optional Bridge unit and optional finisher are required.


Sort
Stack
Staple
Sort ⇒ 39
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ZCAX040N

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21. *"1 Sided 16 Pages → Combine 2 Side"* ⇒ P.93
22. *"2 Sided 4 Pages → Combine 2 Side"* ⇒ P.97
23. *"2 Sided 8 Pages → Combine 2 Side"* ⇒ P.98
24. *"2 Sided 16 Pages → Combine 2 Side"* ⇒ P.99
25. *"Book → 1 Sided"* ⇒ P.101
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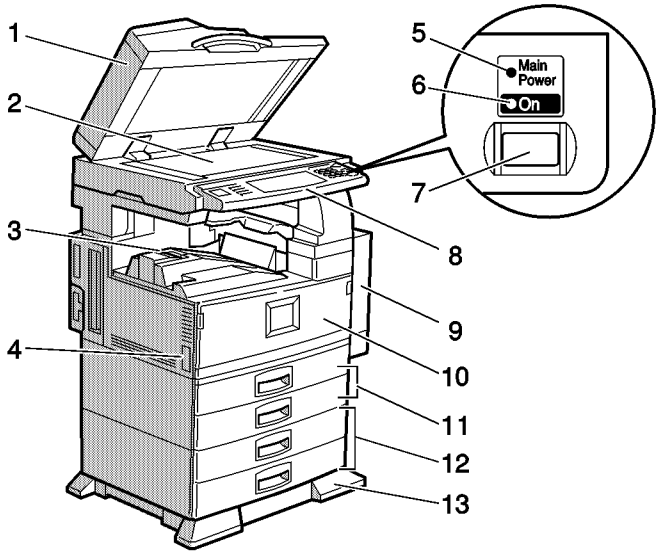
Guide To Components



1. Document Feeder (ADF)
The document feeder automatically feeds a stack of originals one by one.

2. Exposure glass
Place originals here face down for copying. ⇒ P.19 *"Originals"*

3. Internal tray
Copied paper is delivered here face down.

4. Main power switch
If the machine does not operate after turning on the main power switch, check if the main power switch is turned on. If it is off, turn it on.

5. Main power indicator
This indicator light up when the main power switch is turned on, and goes off when the switch is turned off.

6. On indicator
This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

7. Operation switch
Press this switch to turn the power on (the **On** indicator light up). To turn the power off, press this switch again (the **On** indicator goes off).

8. Control panel
⇒ P.9 *"Control Panel"*

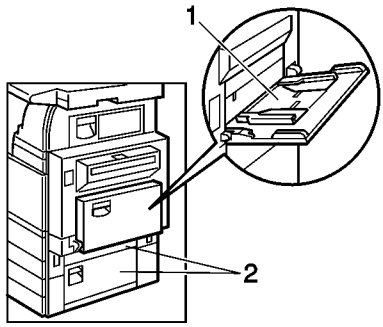
9. Duplex unit (Unit for two-sided copies)
Makes two-sided copies.

10. Front cover
Open to access the inside of the machine.

11. Paper tray
Set paper here.

12. Paper tray unit (Option)

13. Holding stand

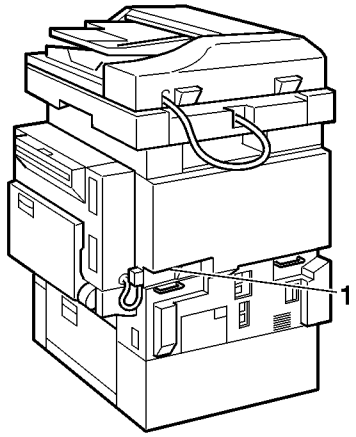


1. Bypass tray

Use when copying onto OHP transparencies, adhesive labels, translucent paper, postcards, and custom size paper.

2. Right side cover

Open this when a paper jam occurs.



1. Ventilation hole

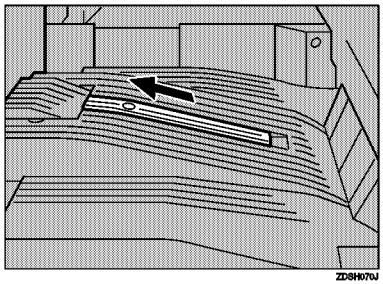
Prevents overheating. Do not obstruct the ventilation hole by placing an object near it or leaning an object against it. If the machine overheats, a fault might occur.

Output Tray Guide

When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from being curled when delivered.

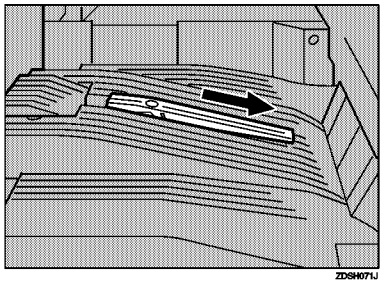
❖ **To copy onto normal paper and thick paper**

Slide the guide in the direction of the arrow.



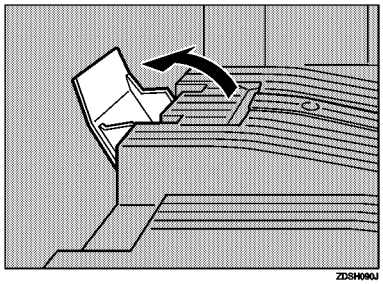
❖ **To copy onto OHP transparencies and translucent paper**

Insert your forefinger into the indent on the guide and slide the guide to the right.

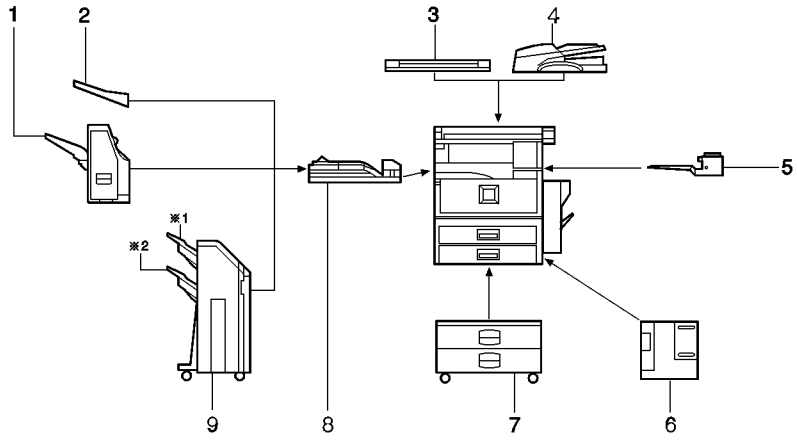


❖ **To copy onto A3, 11" × 17" paper**

Raise the end fence.



Options



ZCAX836E

1. 1000-Sheet Finisher

Sorts, stacks, and staples copies.

2. External tray

If you selected this as the output tray, copied paper is delivered here face down.

3. Platen cover

Lower this cover over originals for copying.

4. Document feeder (ADF) ⇒ P.32

Insert a stack of originals here.

They will be fed automatically.

5. Internal tray 2 (1 bin tray)

If you selected this as the output tray, copied paper is delivered here face down.

6. Large Capacity Tray (LCT)

Holds 1,500 sheets of paper.

7. Paper tray unit

Consists of two paper trays.

8. Bridge unit

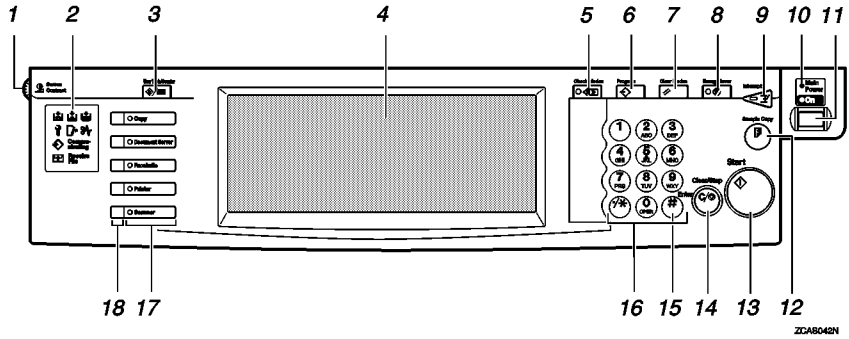
Relays copies to the external tray or finisher.

9. 2 Tray Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

- 1: Finisher shift tray 1
- 2: Finisher shift tray 2

Control Panel



1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. Indicators

These indicators show errors or the status of the machine. ⇒ P.169 *"Troubleshooting"*.

3. [User Tools/Counter] key

- User Tools
  Press to change the default settings and conditions to meet your requirements.
- Counter
  Press to check or print the total number of copies made.

4. Display panel

Shows operation status, error messages, and function menus. ⇒ P.11 *"Display Panel"*.

5. [Check Modes] key

Press to check the entered copy job settings.

6. [Program] key

Press to select the program mode. ⇒ P.64 *"Programs"*.

7. [Clear Modes] key

Press to clear the previously entered copy job settings.

8. [Energy Saver] key

Press to switch to and from Energy Saver mode. ⇒ P.68 *"Energy Saver Mode"*.

9. [Interrupt] key

Press to make interrupt a long copy job to make copies. ⇒ P.68 *"Interrupt Copy"*.

10. Main power indicator

This indicator goes on when the main power switch is turned on, and goes off when the switch is turned off.

11. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

12. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ P.69 *"Sample Copy"*.

13. [Start] key

Press to start copying. Press to start scanning and printing in Document Server mode.

14. [Clear/Stop] key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a copy job in progress.

15. [#] key

Press to enter a value.

16. Number keys

Use to enter the desired number of copies and data for selected modes.

17. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Facsimile
- Printer
- Scanner

18. Function Status indicator

These show the status of the above functions:

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted.

Display Panel

The display panel shows the status of the machine, error messages and function menus.

Important

❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display might be damaged.

Note

❒ The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.

❒ When you select or specify an item on the display panel, it is highlighted like Full Size.

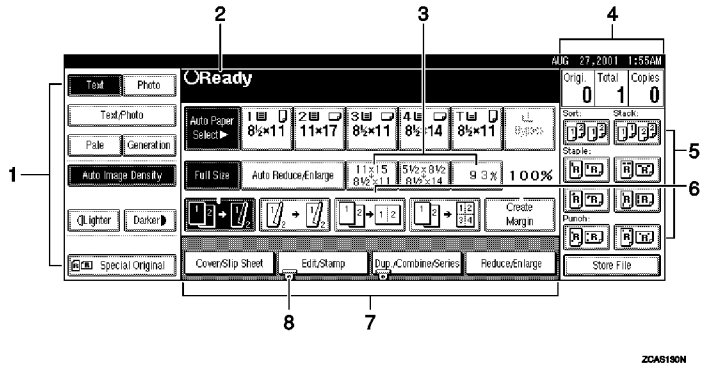
❒ Keys appearing as OK cannot be used.

Displays and Key Operations

Note

❒ The following illustrations are examples for the machine with the optional 2 Tray finisher and large capacity tray (LCT) installed.

❖ Initial copy display



ZCAS190N

1. **Original mode, Image Density and Special Original mode.**

2. **Operational status or messages.**

3. **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. ⇒ "Shortcut R/E" in P.219 *"Reproduction Ratio 1/2".***

4. **The number of originals scanned into memory, number of copies set, and number of copies made.**

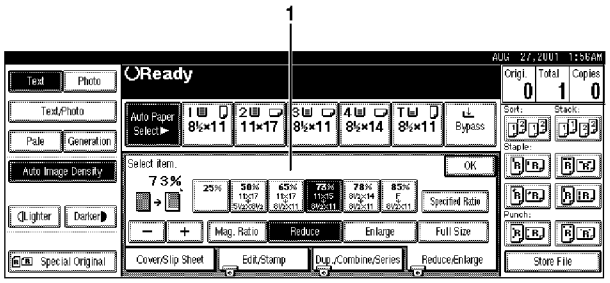
5. **Sort, Stack, Staple or Punch mode.**

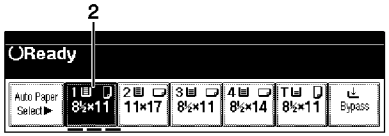
6. **Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. ⇒ "Copy Function Key F1-F5" in P.217 *"General Features $^{3}/_{4}$"*.**

7. **Shows the available functions. Press a function name to display its menu. For example, press the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.**

8. **A clip mark appears for a currently selected function.**

❖ Function menu



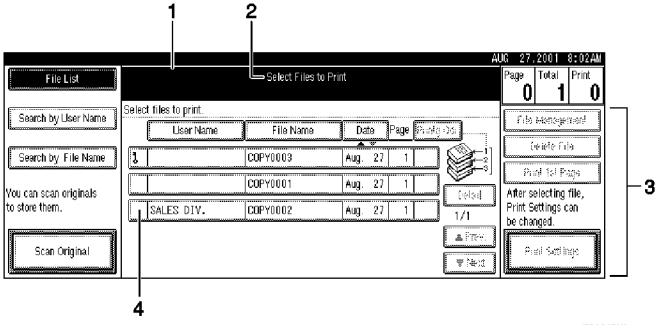


ZCAS140N

1. **Items you can select.**

2. **The key highlighted with the lower line underlined indicates the tray feeding the paper.**

❖ Document Server initial display



ZCAS150N

1. **Operational status and messages.**

2. **Display titles.**

3. **Operational keys.**

4. **Documents sent by fax.**

Function List Based on Options

The functions that are available to you depend on your machine configuration and which options you have. See the table below.

❍...Available

×...Not available

		Type 1	Type 2	Place originals	
				on the exposure glass	in the document feeder
Mixed Sizes Mode		❍ *5	❍ *5	❍	❍
Custom Size Originals		❍	❍	❍	❍
Original Orientation (Standard Orientation)		❍	❍	❍	❍
Auto Image Density		❍	❍	❍	❍
Manual Image Density		❍	❍	❍	❍
Auto Paper Select		❍	❍	❍	❍
Manual Paper Select		❍	❍	❍	❍
Copying from the Bypass Tray		❍	❍	❍	❍
Sample Copy/Job Preset		❍	❍	❍	❍
Auto Reduce/Enlarge		❍	❍	❍	❍
Reduce/Enlarge		❍	❍	❍	❍
Create Margin Mode		❍	❍	❍	❍
Book		❍	❍	❍	❍
Duplex		❍	❍	❍	❍
Combine	1 Sided 2 pages, 4 pages, 8 pages, →1 Side	❍	❍	❍	❍
	1 Sided 4 pages, 8 pages, 16 pages, → 2 Side	❍	❍	❍	❍
	2 Sided 2 pages, 4 pages, 8 pages, →1 Side	❍	❍	❍	❍
	2 Sided 4 pages, 8 pages, 16 pages, → 2 Side	❍	❍	❍	❍
Series	Book → 1 Sided	❍	❍	❍	×
	Book → 2 Sided	❍	❍	❍	×
	Front & Back → 2 Sided	❍	❍	❍	×

	Type 1	Type 2	Place originals	
			on the exposure glass	in the document feeder
Copying Book Originals	❍	❍	❍	❍
Image Repeat	❍	❍	❍	❍
Double Copies	❍	❍	❍	❍
Centering	❍	❍	❍	❍
Positive/Negative	❍	❍	❍	❍
Border Erase/Center Erase	❍	❍	❍	❍
Margin Adjustment	❍	❍	❍	❍
Background Numbering	*6	*6	❍	❍
Preset Stamp	*6	*6	❍	❍
User Stamp	*6	*6	❍	❍
Date Stamp/Page Numbering	❍	❍	❍	❍
Cover/Front/Back Cover/Slip Sheet	❍	❍	❍	❍
Sort	❍	❍	❍	❍
Shift Sort	*3	*3	❍	❍
Rotate Sort	*1 *2	*1 *2	❍	❍
Shift Stack	*3	*3	❍	❍
Staple	*3	*3	❍	❍
Punch	*4	*4	❍	❍
Store File	❍	❍	❍	❍

*1 Set the paper of the same size ▯▯ in the paper trays.
*2 You can use this function when "Rotate Sort" is selected in "Select Stack Function".
*3 1000-sheet Finisher or 2 Tray Finisher and Bridge unit required.
*4 2 Tray Finisher and Bridge unit required.
*5 Document feeder required.
*6 32 MB Memory required. (If the machine is equipped with the Printer unit, 32 MB memory is not required.)

Turning On the Power

To turn the machine on, press the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. P.30 *"Auto Off"* and "Timer Setting" in the System Settings manual.

Power switches

This machine has two power switches. ⇒ P.11 *"Display Panel"*

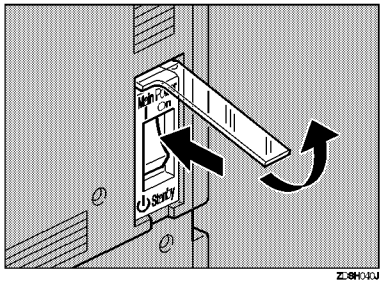
❖ **Operation switch (right side of the control panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1 **Make sure that the power cord is firmly plugged into the wall outlet.**

2 **Open the switch cover and turn on the main power switch (make sure that the Main Power indicator goes on).**



ZEBH040J

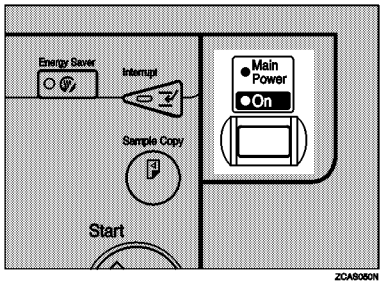
Important

❒ Do not switch off the main power immediately after it has been switched on. Failure to observe this may result in damage to the hard disk or memory, leading to malfunctions.

Turning On the Power

1 Press the operation switch to make the On indicator goes on.

The display panel will come on.



Note

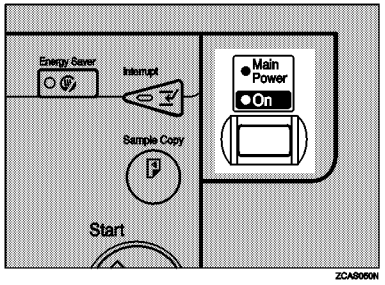
❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ During the warm-up period (less than 10 seconds for Type 1, less than 15 seconds for Type 2), you can use the Auto Start function.

Turning Off the Power

1 Make sure that the platen cover or the document feeder is in the right position.

2 Press the operation switch to make the On indicator goes off.



Note

❒ Even if you press the operation switch, the indicator do not goes off and blink in the following cases:

- When the platen cover or the document feeder is open.
- When communication is in progress with external equipment.
- When the hard disk is operating.

Turning Off the Main Power

1. **Make sure that the On indicator goes off.**
2. **Turn off the main power switch to make sure the indicator goes off.**

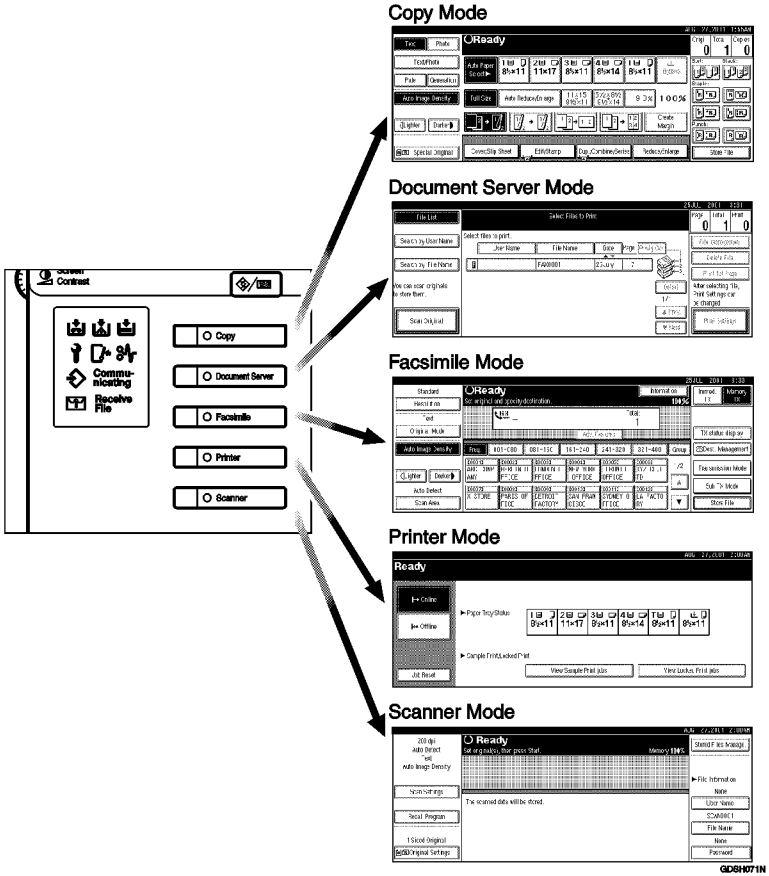
Important

- ❒ Do not turn off the main power switch when the indicator goes on or blink Hard Disk or Memory might be broken.
- ❒ Pull out the power plug after you turn off the main power switch. Hard Disk or Memory might be broken.
- ❒ If the main power switch is turned off, or the power plug is disconnected, any documents stored in fax memory will be lost after approximately one hour elapses.

Changing Modes

1

You can use this machine not only as a copier, but also as a fax, printer, document server and scanner as well. Press the **【Copy】**, **【Facsimile】**, **【Printer】**, **【Scanner】** or **【Document Server】** key to use that function.



Limitation

❒ You cannot switch modes in the following cases:

- During interrupt copying
- When scanning in a fax message for transmission
- During immediate transmission
- During on hook dialing for fax transmission
- While scanning an original
- When accessing the user tools

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – B6	40 – 128g/m^2
	2-sided originals: A3 – A5	52 – 105g/m^2

❖ Inch version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – 5$^1/_2$" × 8$^1/_2$"	11 – 34 lb.
	2-sided originals: 11" × 17" – 5$^1/_2$" × 8$^1/_2$"	14 – 28 lb.

Note

❒ The number of originals that can be set in the document feeder is about 80.

❒ Original weight in Mixed Size mode is 52-81g/m^2, 13.8-21.5 lb.

Non-recommended originals for the document feeder

Setting the following types of originals in the document feeder can cause paper misfeeds or damage to the originals. Set these originals on the exposure glass instead.

- Originals other than those specified in ⇒ P.19 *"Sizes and Weights of Recommended Originals"*
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines

- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that have correction fluid or ink on them that has not completely dried

Sizes Detectable by the Auto Paper Select

❖ Metric version

Size / Place of original	A3	B4	A4	B5	A5	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13"
Exposure glass	○	○	○	○	×	×	×	×	×	○
Document feeder	○	○	○	○	○	○	×	×	×	○

❖ Inch version

Size / Place of original	A3	B4	A4	B5	A5	11" × 17"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13"	7 1/4" × 10 1/2"
Exposure glass	×	×	×	×	×	○	○	○	×	×	×
Document feeder	×	×	○	×	×	○	○	○	○	○	○

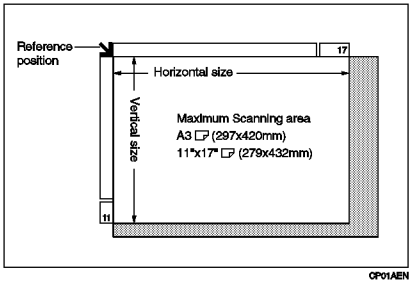
Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

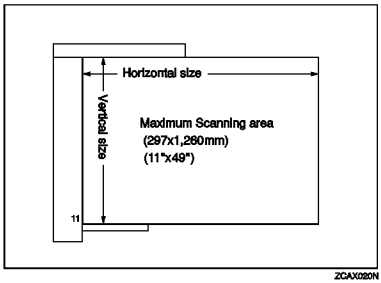
- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

❖ Exposure glass



❖ Document feeder



Limitation

- ❒ Even if you correctly set originals in the document feeder or on the exposure glass, 3mm (0.1") margins on all four sides of the original might not be copied.
- ❒ There are cases where the paper will be fed diagonally when a paper size of 433mm or larger is used. Ensure that the paper is set in place it is fed straight.
- ❒ The system length setting is at its maximum value when set at 1260mm (49").

Copy Paper

1

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Metric Version	Inch Version	Paper Weight	Paper Capacity
Tray 1 *4 Tray 2 *4	A3, B4, A4, B5, <A5>, <11" × 17">, <8 1/2" × 14">, <8 1/2" × 11",> <8" × 13">, <8 1/2" × 13">, <8 1/4" × 13">, <8 1/4" × 14">, <11" × 14">, <7 1/4" × 10 1/2">, <8" × 10 1/2",> <5 1/2" × 8 1/2"> **Note** ❒ When selecting paper sizes in parentheses, set the paper size selector knob to the ✱ mark. ⇒ P.194 *"Changing the Paper Size"* ❒ You have to specify the paper size with the User Tools (System Settings). See "Paper Size Setting" in the System Settings manual.	<A3, B4>, A4, <B5, A5>, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", <8" × 13">, 8 1/2" × 13", <8 1/4" × 13">, <8 1/4" × 14">, <11" × 14">, <7 1/4" × 10 1/2">, <8" × 10 1/2",> <5 1/2" × 8 1/2"> **Note** ❒ When selecting paper sizes in parentheses, set the paper size selector knob to the ✱ mark. ⇒ P.194 *"Changing the Paper Size"* ❒ You have to specify the paper size with the User Tools (System Settings). See "Paper Size Setting" in the System Settings manual.	64-105g/m² (17-28lb.)	500 sheet

Tray 3 *4 Tray 4 *4 OPTION		A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 8" × 13", 8 1/4" × 13", 8 1/4" × 14", 11" × 14", 7 1/4" × 10 1/2", 8" × 10 1/2", 5 1/2" × 8 1/2"	A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 8" × 13", 8 1/4" × 13", 8 1/4" × 14", 11" × 14", 7 1/4" × 10 1/2", 8" × 10 1/2", 5 1/2" × 8 1/2"	60-105g/m² (16-28lb.)	500 sheet
Bypass Tray *2 *3 *4	Standard Size	A3, B4, A4, B5, A5, Postcard, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 11" × 14", 11" × 15", 10" × 14", 10" × 15", 8 1/4" × 14", 8" × 10 1/2", 8" × 10"	A3, B4, A4, B5, A5, Postcard, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 7 1/4" × 10 1/2", 8" × 13", 8 1/2" × 13", 8 1/4" × 13", 11" × 14", 11" × 15", 10" × 14", 10" × 15", 8 1/4" × 14", 8" × 10 1/2", 8" × 10"	52-90.2g/m² (14-24lb.)	50 sheet
				91-163g/m² (24-43lb.) *5	25 sheet
	Custom size	Vertical: 100~297mm Horizontal: 148~600mm	Vertical: 4.0"~11.7" Horizontal: 5.9"~23.6"	52-90.2g/m² (14-24lb.)	50 sheet
				91-163g/m² (24-43lb.) *5	25 sheet
		Postcard, adhesive labels, translucent paper, OHP transparencies			
Large Capacity Tray (LCT) *1 *4 (OPTION)		A4, 8 1/2" × 11" A4, 8 1/2" × 11"		60-105g/m² (16-28lb.)	1500 sheet

*1 The paper tray fence is fixed. If you wish to change the size of paper set in this tray, contact your service representative.

*2 If you wish to copy onto custom size paper, set the paper in the bypass tray and specify the size. ⇒ P.60 *"Copying from the Bypass Tray"*.

*3 If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. ⇒ P.63 *"When Copying onto OHP Transparencies or Thick Paper"*.

*4 When setting copy paper, make sure that the stack height does not exceed the limit mark. The maximum number of sheets you can set at a time depends on the paper thickness and condition.

*5 If you wish to copy onto thick (128g/m², 34 lb or heavier) paper, select Thick Paper mode. ⇒ "Special Paper Indication" in the System Settings manual.

Important

❒ If you use damp or curled paper, a misfeed might occur. In this case, try turning over the paper stack in the paper tray. If there is no improvement, change to paper with less curl.

Note

❒ When you use the bypass tray, it is recommended to set the copy paper direction to ▭.

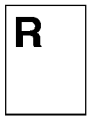
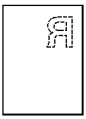
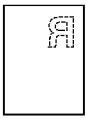
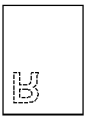
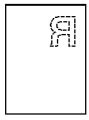
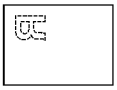
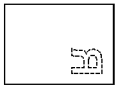
❒ Postcards should be fed from the bypass tray.

❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switching. (However, this only true if the Paper Type is recycled or special paper, and the setting for the other trays are the same.) This saves interrupting a copy run to replenish paper when making a large number of copies. ⇒ P.40 *"Selecting Copy Paper"*, ⇒ P.212 *"Auto Tray Switching"*

❒ If you select Thick Paper mode, copying speed might be reduced.

Direction-fixed paper or 2-sided paper

The direction-fixed (top to bottom) or 2-sided paper (letterhead paper, punched paper, or copied paper, e.g.) might not be printed correctly depending on how the originals and paper are set in place. Set "Letterhead setting" of system settings and then set the original and paper as shown below. ⇒ *"Letterhead Setting"* in ⇒ P.233 *"Input/Output"*

Copy Mode		Paper Tray	Large Capacity Tray	Bypass Tray	
				Original on the exposure glass	Original on the document feeder
Paper setting direction	1 Sided				
	2 Sided			—	—
Paper setting direction	1 Sided				
	2 Sided			—	—

GCAH100E

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

Important

❒ Do not use any of the following kinds of paper or a fault might occur.

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Colored OHP transparencies
- Paper with perforated lines
- Hemmed paper

Note

❒ Do not use the following kinds of paper or a misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make a copy on rough grain paper, the copy image might be blurred.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

❒ If you use toner other than the recommended type, a fault might occur.

Reference

If you want to add toner. ⇒ P.183 "*Adding Toner*"

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.

Used Toner

Note

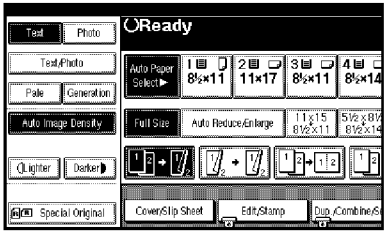
❒ Used toner cannot be re-used.

1

Basic Procedure

1 **Make sure that the machine is in Copy mode.**

If the machine is not in Copy mode, press the **[Copy]** key.



2 **When the machine is set for the user code, enter the user code with the number keys and then press the [#] key.**

Reference

⇒ P.68 *"Other Functions"*.

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the **[Clear Modes]** key.

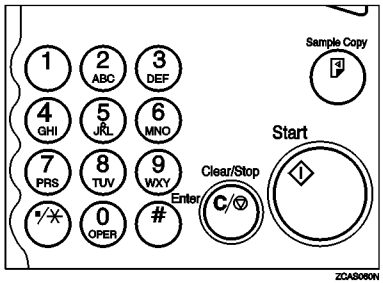
4 **Set your originals.**

Reference

⇒ P.31 *"Setting Originals"*.

5 **Set your desired settings.**

6 **Enter the number of copies required with the number keys.**



Note

❒ The maximum copy quantity can be set between 1 and 999 (default: *999*).

❒ To change the number entered, press the **[Clear/Stop]** key and enter the new number.

7 **Press the [Start] key.**

The machine starts copying.

Note

❒ When you set originals on the exposure glass, press the **[#]** key after all originals are scanned.

❒ Copies are delivered face down.

❒ To stop the machine during the multi-copy run, press the **[Clear/Stop]** key.

❒ To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

System Reset

The machine returns to its initial condition automatically when your job is finished, after a certain period of time. This function is called "System Reset".

Note

❒ You can change the System Reset time. ⇒ "System Reset Timer" in "System Settings manual".

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off time. ⇒ "Auto Off Timer" in the System Settings manual.

❒ Auto Off time function will not operate in the following:

- When the warning massage is displayed.
- When the service call massage is displayed.
- When the paper is jammed.
- When the cover is open.
- When "Adding Toner" message is displayed.
- When the toner is being replenished.
- When the User Tools/Counter screen is displayed.
- When fixed warm-up is in progress.
- When the facsimile, printer or other functions are operating.
- When operations have been suspended during printing.
- When the handset is in use.
- When the On-hook dialing function is in use.
- When a recipient is being registered in the address list or group dial list.
- When the Data In indicator goes on or blinking.
- When the sample print/confidential print screens are displayed.

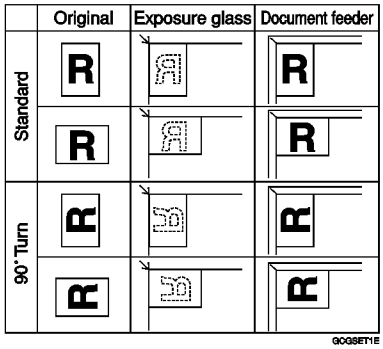
Setting Originals

Limitation

❒ Set originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

❒ Basically originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see the explanations of each function.



Reference

⇒ P.19 *"Originals"*.

Setting Originals on the Exposure Glass

1 **Lift the platen cover or the document feeder.**

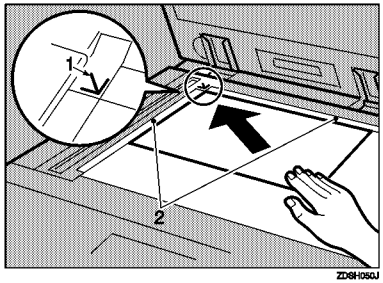
Important

❒ Do not open the document feeder with a force. Otherwise, the cover of the document feeder might open or be damaged.

Note

❒ Be sure to open the document feeder by more than 30°. Otherwise the original size might not be detected correctly.

2 **Set the original face down on the exposure glass. The original should be aligned to the rear left corner.**



1: Reference mark

2: Scale

Note

❒ Start with the first page to be copied.

3 **Lower the platen cover or document feeder.**

Setting Originals in the Document Feeder

Note

❒ The last page should be on the bottom.

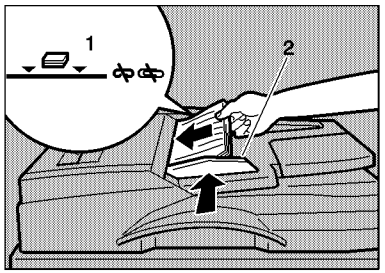
❒ Do not stack originals beyond the limit mark on the side fence of the document feeder.

❒ The original might become dirty if it is written with a pencil or similar tools.

Reference

Regarding originals that the document feeder can handle. ⇒ P.19 *"Originals"*.

1 Set the aligned originals face up into the document feeder.



1: Limit mark

2: Document guide

Note

❒ Straighten curls in the originals before setting them in the document feeder.

❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

Original Orientation

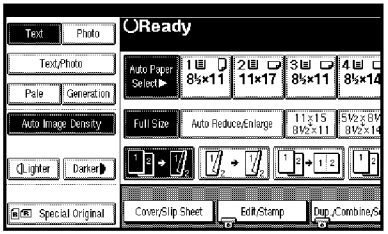
You can set the original orientation separately in the following ways.

This function is useful for copying torn originals or large originals.

◆ **Standard Orientation**
Select this function when the original direction is the same as the copy paper direction.

◆ **90° Turn**
This function rotates the copy image by 90°.
Use this function when you want to copy onto A3, B4, 11" × 17" paper.

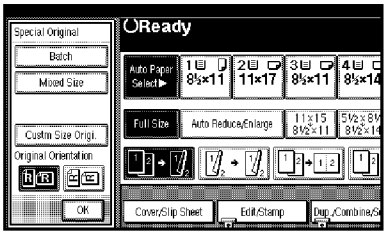
1 Press the [Special Original] key.



2 Select the original orientation.

Standard Orientation

❶ Make sure that the key is selected.



90° Turn

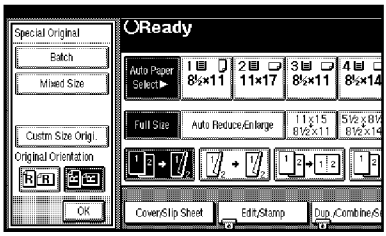
When you want to copy A3, B4 or 11" × 17" size originals, set your original in the landscape orientation and then press the key. The machine rotates the original image and you can make copies as you wish. This is useful for copying large originals with the Staple, Punch, Duplex, Combine or Stamp functions.

For example, if you want to copy A3 or 11" × 17" originals with for the Staple function configured as shown below:

Note

❒ It is recommended to use this function together with the Auto Paper Selector Preset Reduce/Enlarge function.

❶ **Press the key.**



3 **Press the [OK] key.**

Setting Special Originals

Use this function when you want to use Batch, Mixed Sizes, or when you select the original orientation.

Batch mode

Up to 80 standard originals can be set in the document feeder at a time.

Important

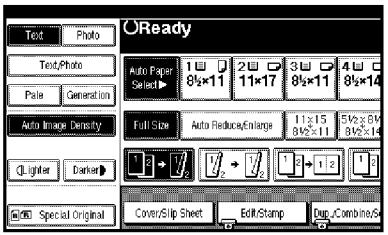
❒ When setting special originals such as translucent paper, set them one by one.

Note

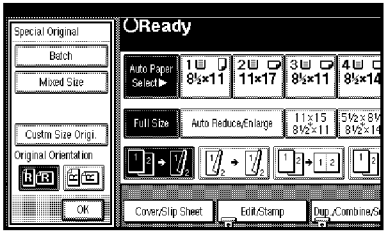
❒ The **[Batch]** key can be change to the **[SADF]** key. ⇒ P.233 *"Switch to Batch (SADF)"*.

❒ In Batch mode, even when one original is set in the document feeder, the original is automatically fed each time it is set.

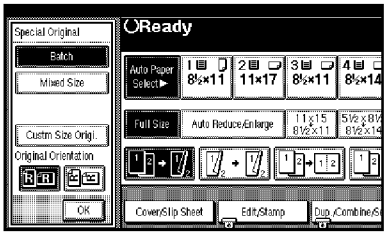
1 **Press the [Special Original] key.**



2 **Press the [Batch] key.**



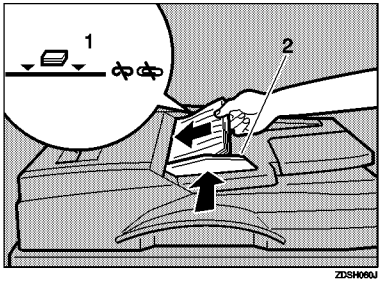
3 **Press the [OK] key.**



4 **Set your originals, then press the [Start] key.**

5 **After all the previously set originals are fed, set the next originals.**

The second and subsequent originals can be fed automatically without pressing the **[Start]** key.



1: Limit mark

2: Document guide

Note

❒ When the Sort, Combine or Duplex function has been set, press the **[#]** key after all originals are scanned.

6 **Press the [Start] key.**

Mixed Size mode

When originals of different sizes are set on the document feeder at a time, the machine automatically checks the size of the originals and makes copies.

Limitation

❒ When setting originals of different sizes on the document feeder and making copies without using Mixed Sizes mode, parts of the original image might not be copied, or paper might be jammed.

❒ The weight of originals that can be set with this function is 52 – 81g/m^2, 14 – 20 lb.

❒ The original sizes that can be set with this function are as follows:

Metric version	A3, B4, A4, B5
Inch version	11"×17", 8 1/2"×14", 8 1/2"×11", 5 1/2"×8 1/2"

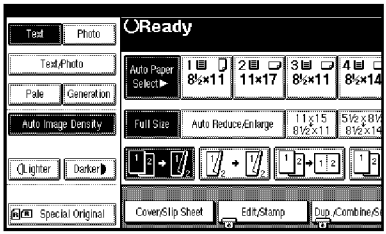
❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

❒ Copying speed and scanning speed will be reduced.

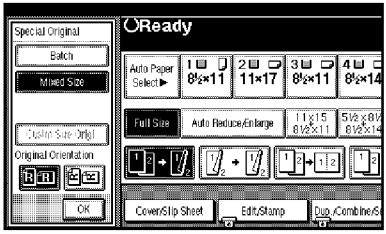
Note

❒ This key is not used when sending a fax message in Mixed size originals. Switch to Facsimile mode and set Mixed size originals. Refer to the Facsimile Reference manual.

1 **Press the [Special Original] key.**

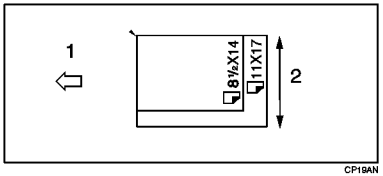


2 **Press the [Mixed size] key.**



3 **Press the [OK] key.**

4 **Align the rear and left edges of the originals as shown in the illustration.**



1: Set into the document feeder.

2: Vertical size

5 **Adjust the guide to the widest original size.**

6 **Set the aligned originals face up into the document feeder.**

7 **Press the [Start] key.**

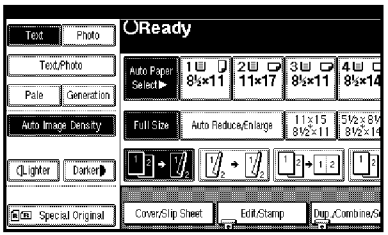
Setting Custom Size Originals

When setting custom size originals in the document feeder, specify the size of the originals.

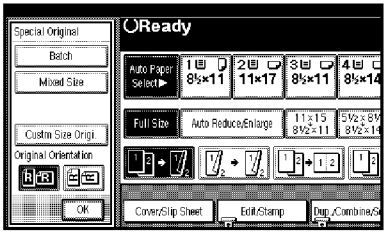
Limitation

- The paper size that can be set with this function is vertical 128-297mm (5" – 11"), horizontal 128-1,260mm (5" – 49").

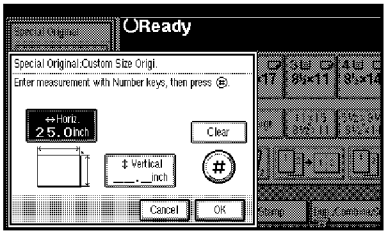
1 **Press the [Special Original] key.**



2 **Press the [Custm Size Origi.] key.**



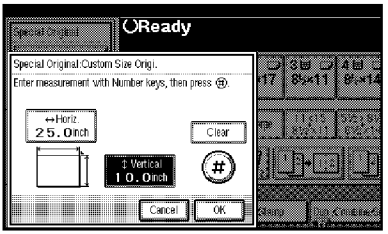
3 **Enter the horizontal size of the original with the Number keys, then press the [#] key.**



Note

❒ If you make a mistake, press the **[Clear]** or **[Clear/Stop]** key, and then enter the value again.

4 **Enter the vertical size of the original with the Number keys, then press the [#] key.**



5 **Press the [OK] key.**

6 **Set your originals, then press the [Start] key.**

Basic Functions

The following basic functions are explained in this section.

- **Adjusting Copy Image Density**
  Auto and Manual Image Density
- **Selecting Original Type Setting**
  Text, Text·Photo, Photo, Pale, Generation Copy
- **Selecting Copy Paper**
  Auto Paper Select and Manual Paper Select
- **Auto Reduce/Enlarge**
  The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.
- **Sort**
  Copies can be assembled as sets in sequential order.
- **Rotate Sort**
  Every other copy set is rotated by 90° and delivered to the copy tray.
- **Stack (The optional Bridge unit and the optional finisher are required for this function)**
  Copies can be assembled with each page set.
- **Staple (The optional Bridge unit and the optional finisher are required for this function)**
  Each copy set can be stapled together.
- **Punch (The optional Bridge unit and the optional 2 Tray finisher are required for this function)**
  This function is used to make punch holes in copies.

Note

- You can select functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is powered on.
- You can change default settings for basic functions. ⇒ "Settings You Can Change with the User Tools" in System Settings manual.

Adjusting Copy Image Density

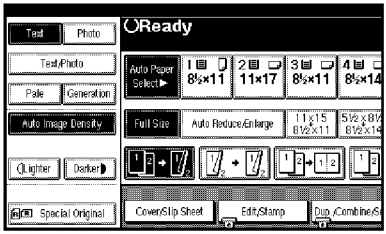
You can adjust the copy image density to match your originals.

There are three types in this function:

- **Auto Image Density**
  The machine automatically adjusts the image density.
- **Manual Image Density**
  If you require darker or lighter copies, adjust the image density yourself.
- **Combined Auto and Manual Image Density**
  Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Auto Image Density

1 **Make sure that the [Auto Image Density] key is selected.**



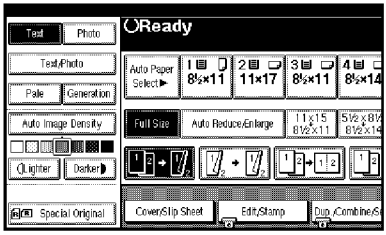
Note

- If the **[Auto Image Density]** key is not selected, press the **[Auto Image Density]** key.
- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Manual Image Density

1 **Press the [Auto Image Density] key to cancel it.**

2 **Press the [Lighter] or [Darker] key to adjust the image density.**



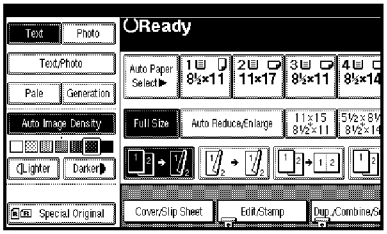
Note

- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Combined Auto and Manual Image Density

1 **Make sure that the [Auto Image Density] key is selected.**

2 **Press the [Lighter] or [Darker] key to adjust the density.**



Note

- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**
Select this mode when your originals contain only letters (no pictures).

❖ **Text·Photo**
Select Text·Photo when your originals contain photographs or pictures with letters.

❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

❖ **Pale**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

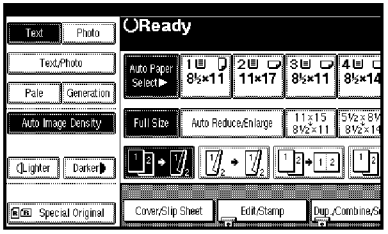
❖ **Generation Copy**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Note

❒ You can directly display the **[Original Mode]** key on the copy original display.

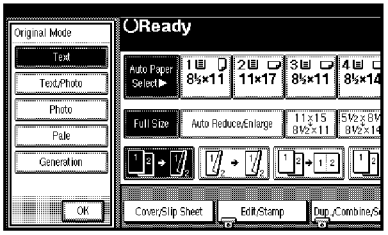
❒ You can adjust the quality level for each original type.

1 **Press the appropriate key to select the original type.**



Note

❒ If "Yes" has been selected in "Original Mode Display" of the User Tools, press the **[Original Mode]** key to select the original type, then press the **[OK]** key. ⇒ "Original Mode Display" in P.212 "*General Features* 1/4".



❒ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**
The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ P.42 *"Rotated copy"*.

❖ **Manual Paper Select**
Choose the tray containing the paper you wish to copy onto: Paper Tray, By-pass Tray or large capacity tray (LCT).

Reference
⇒ P.60 *"Copying from the Bypass Tray"*.

Limitation
❒ Auto Paper Select mode is intended for normal and recycled paper.
❒ If you set all the paper trays other than "No Display" or "Recycled Paper", you cannot use Auto Paper Select.

Note
❒ See the following table for possible copy paper sizes and directions with Auto Paper Select (when copying at a ratio of 100%):

❖ **Metric version**

Where Original Is Set	Paper Size and Direction
Exposure glass	A3⧉, B4⧉, A4⧉⧉, B5⧉⧉
Document feeder	A3⧉, B4⧉, A4⧉⧉, B5⧉⧉, A5⧉⧉, 11" × 17"⧉, 8 1/2" × 11"⧉⧉

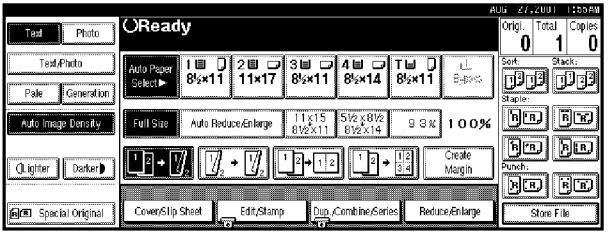
❖ **Inch version**

Where Original Is Set	Paper Size and Direction
Exposure glass	11" × 17"⧉, 8 1/2" × 14"⧉, 8 1/2" × 11"⧉⧉
Document feeder	A4⧉⧉, 11" × 17"⧉, 8 1/2" × 14"⧉, 8 1/2" × 11"⧉⧉, 5 1/2" × 8 1/2"⧉⧉

❒ For some originals, the original size might not be detected correctly. ⇒ P.20 *"Sizes difficult to detect"*.
❒ When you set special paper, such as recycled paper, in the paper tray, you can have the paper type shown on the display. ⇒ "Special Paper Indication" in the System Settings manual.

Auto Paper Select

1 **Make sure that the [Auto Paper Select] key is selected.**

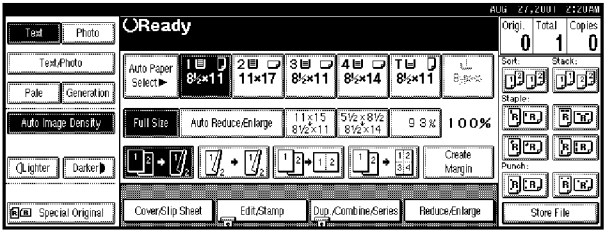


Note

- If the **[Auto Paper Select]** key is not selected, press the **[Auto Paper Select]** key.
- If you do not wish to set any other functions, press the **[Start]** key to start copying.
- If "Yes" has been selected in "Original Mode Display" of the User Tools, press the **[Auto Paper Select]** key.
- The tray with the key mark will not be automatically selected.

Manual Paper Select

1 **Select the paper tray, bypass tray or large capacity tray (LCT).**



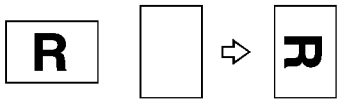
Note

- If you do not wish to set any other functions, press the **[Start]** key to start copying.

Rotated copy

If the direction in which your original is set (landscape or portrait) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ "Auto Paper Select" in P.40 *"Selecting Copy Paper"* and ⇒ P.43 *"Auto Reduce/Enlarge"*.

Original Orientation	Paper Orientation	Copy Orientation



Limitation

❒ The default setting for "Auto Tray Switching" is "With Image Rotation" You cannot use the Rotated Copy function because this setting is changed to "Without Image Rotation" or "Off".

❒ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, set your original in the landscape direction.

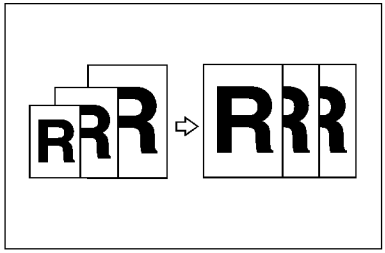
	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 portrait		When enlarging to →	B4, A3	
However, you can rotate:	A4, B5, or A5 landscape		When enlarging to →	B4, A3	

❒ You cannot use the Rotated Copy function when "Top Slant", "Left 2" or "Saddle Stitch" is selected for stapling or if the Punch function is selected when using the 2 Tray finisher. ⇒ P.50 *"Staple"* and ⇒ P.56 *"Punch"*.

❒ You cannot use the Rotate Copy function if the Staple function is selected when using the 1000-sheet finisher.

Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ When you use Auto Reduce/Enlarge, see the following table for possible original sizes and directions:

❖ Metric version

Where Original Is Set	Original Size and Direction
Exposure glass	A3↧, B4↧, A4↧↧, B5↧↧
Document feeder *1	A3↧, B4↧, A4↧↧, B5↧↧, A5↧↧, B6↧↧, 11" × 17"↧, 8 1/2" × 11"↧↧

*1 You cannot scan 2-sided B6 originals.

❖ Inch version

Where Original Is Set	Original Size and Direction
Exposure glass	11" × 17"↧, 8 1/2" × 14"↧, 8 1/2" × 11"↧↧
Document feeder *1	A4↧↧, 11" × 17"↧, 8 1/2" × 14"↧, 8 1/2" × 11"↧↧, 5 1/2" × 8 1/2"↧↧

*1 You cannot scan two sided B6 originals.

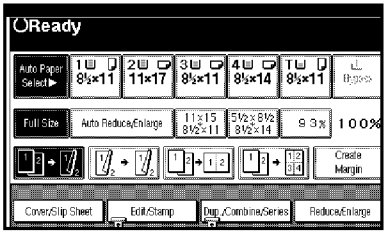
❒ The reproduction ratios the machine will select are 25 – 400%.

❒ For some originals, the original size might not be detected correctly. ⇒ P.20 *"Sizes difficult to detect"*.

❒ You can set originals of different sizes in the document feeder at a time. ⇒ P.34 *"Mixed Size mode"*.

❒ You cannot use the Rotate function when enlarging B4 or A3 originals. When enlarging on to B4 or A3 size copy paper, set the original in the ↧ direction.

1 **Press the [Auto Reduce/Enlarge] key.**



2 **Select the paper tray.**

Note

❒ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

2

❖ Sort

- Sort
- Rotate Sort
- Shift sort (the optional finisher and the optional Bridge unit are equired)

❖ Stack

- Stack
  (the optional finisher and the optional Bridge unit are required)

❖ Staple (the optional finisher and the optional Bridge unit are required)

With 1000-Sheet Finisher

- Top Slant

With 2 Tray Finisher

- Top
- Top Slant
- Bottom
- Top 2

Limitation

❒ You cannot use the bypass tray with this function.

❒ The maximum capacity for Sort, Rotate Sort, and Stack with A5 ▭ is 100 sheets.

Note

❒ When the number of copies exceeds the tray capacity, remove copies from the tray.

❒ The maximum tray capacity is as follows.

❖ Metric version

Internal tray	• B4▭ or larger: 250 sheets (80g/m²) • A4▯ or smaller: 500 sheets (80g/m²)
Internal tray 2 (1 bin tray)	125 sheets (80g/m²)
Extar-nal tray	125 sheets (80g/m²)
1000-Sheet Finisher	• B4▭ or larger: 500 sheets (80g/m²) • A4▯ or smaller: 1,000 sheets (80g/m²)
2 Tray Finisher	Finisher shift tray 1 • A3▭, B4▭: 250 sheets (80g/m²) • A4▯▭, B5▯▭, A5▯: 500 sheets (80g/m²) • A5▭: 100 sheets (80g/m²)
	Finisher shift tray 2 • A3▭, B4▭, A4▭, B5▯▭: 750 sheets (80g/m²) • A4▯: 2,000 sheets (80g/m²) • A5▯: 500 sheets (80g/m²) • A5▭: 100 sheets (80g/m²)

❖ **Inch version**

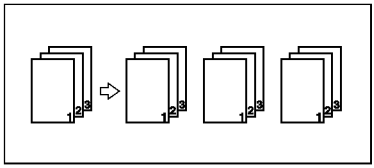
Internal tray	• $8^1/_2$" × 14"⬓ or larger: 250 sheets (20 lb.) • $8^1/_2$" × 11⬒ or smaller: 500 sheets (20 lb.)
Internal tray 2 (1 bin tray)	125 sheets (20 lb.)
Extarnal tray	125 sheets (20 lb.)
1000-Sheet Finisher	• $8^1/_2$" × 14"⬓ or larger: 500 sheets (20 lb.) • $8^1/_2$" × 11"⬒ or smaller: 1,000 sheets (20 lb.)
2 Tray Finisher	Finisher Shift Tray 1 • 11" × 17"⬓, $8^1/_2$" × 14"⬓: 250 sheets (20 lb.) • $8^1/_2$" × 11"⬒⬓ : 500sheets (20 lb.) • $5^1/_2$" × $8^1/_2$"⬒⬓ : 100sheets (20 lb.)
	Finisher Shift Tray 2 • 11" × 17"⬓, $8^1/_2$" × 14"⬓, $8^1/_2$" × 11"⬓: 750 sheets (20 lb.) • $8^1/_2$" × 11"⬒ : 2,000sheets (20 lb.) • $5^1/_2$" × $8^1/_2$"⬒⬓ : 100sheets (20 lb.)

Sort

Copies can be assembled as sets in sequential order.

❖ **Sort**

Copies can be assembled as sets in sequential order.



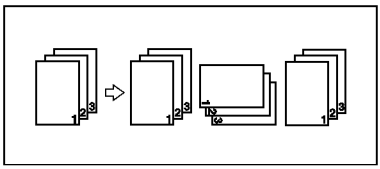
Note

❒ The paper sizes that can be used in the Sort function are as follows:

Metric version	A3⬓, B4⬓, A4⬒⬓, B5⬒⬓, A5⬓
Inch version	11" × 17"⬓, $8^1/_2$" × 14"⬓, $8^1/_2$" × 11"⬒⬓, $5^1/_2$" × $8^1/_2$"⬒⬓

❖ **Rotate Sort**

Every other copy set is rotated by 90°⬒⬓ and delivered to the copy tray.



Note

❒ When the optional finisher is installed, you can switch to or from the Rotate Sort function with the User Tools. ⇒ "Select Stack or Rotate sort" in P.233 *"Input/Output"*.

❒ The paper sizes that can be used in the Rotate Sort function are as follows:

Metric version	A4, B5
Inch version	$8^1/_2$" × 11"

❒ To use the Rotate Sort function, two paper trays identical in size and different in direction ( ) are required.

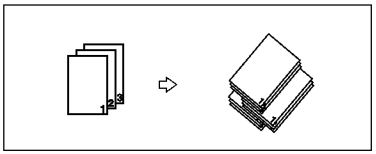
Reference

For the paper capacity of the optional finishers, ⇒ P.244 *"1000-Sheet Finisher (Option)"*, ⇒ P.245 *"2 Tray Finisher (Option)"*.

When using the Rotate Sort, Punch or Staple functions, the capacity may be reduced.

❖ Shift Sort

- 1000-Sheet/2 Tray Finisher
  The shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can differentiate each set or job.



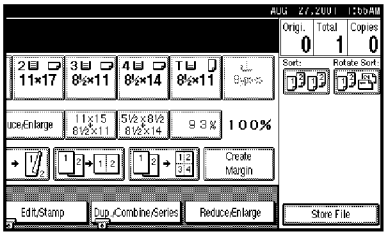
Note

❒ The paper sizes that can be used in the Sort function are as follows:

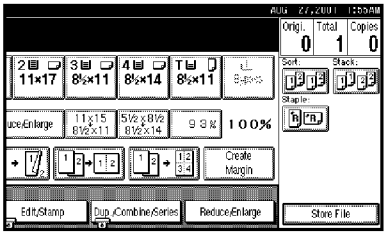
	1000-Sheet Finisher	2 Tray Finisher
Metric version	A3, B4, A4, B5, A5, B6, A6	A3, B4, A4, B5, A5
Inch version	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"

1 **Press the [Sort] or [Rotate Sort] key.**

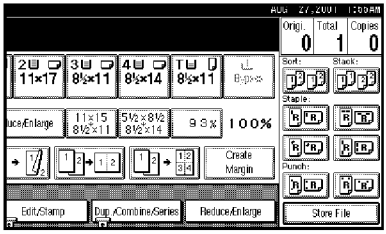
❖ When the finisher is not installed



❖ When the 1000-Sheet Finisher is installed



❖ When the 2 Tray Finisher is installed



Note

❒ When the optional finisher is installed, use the User Tools to display **[Rotate Sort]**. ⇒ "Select Stack Function" in P.233 *"Input/Output"*.

2 **Enter the number of copy sets with the number keys.**

Limitation

❒ The maximum number of sets is 999.

Note

❒ To change the entered number, press the **[Clear/Stop]** key.

3 **Set your originals, then press the [Start] key.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the [Start] key.**

Note

❒ The last page should be on the bottom.

❒ If an original is misfed during sorted copying, reset your originals in the document feeder according to the instructions on the display. The display will indicate the number of scanned originals.

When setting an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ P.33 *"Batch mode"*.

❶ **Set the original, then press the [Start] key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the [Start] key.**

Note

❒ Set the original in the same direction as the first one.

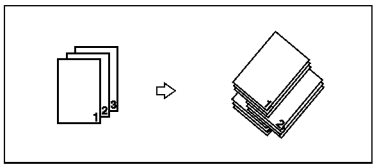
❸ **After all originals are scanned, press the [#] key.**

Stack

Copies can be assembled with each page set.

❖ Shift Stack

- 1000-Sheet/2 Tray-Sheet Finisher
  This function groups copies of each page in a multi-page original together. Every other page stack is shifted for ease of separation. The finisher shift tray of the finisher provides this function by sliding from side to side.



Note

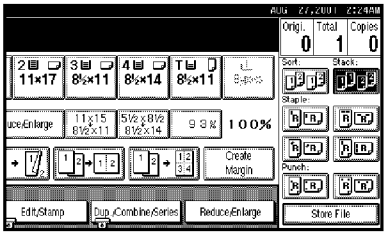
❒ The paper sizes that can be used in the Stack function are as follows:

	1000-Sheet Finisher	2 Tray Finisher
Metric version	A3□, B4□, A4□□, B5□□, A5□□	A3□, B4□, A4□□, B5□□, A5□□
Inch version	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, $5^1/_2$" × $8^1/_2$"□□	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, $5^1/_2$" × $8^1/_2$"□□

Reference

For the maximum tray capacity of the optional finisher, ⇒ P.244 *"1000-Sheet Finisher (Option)"*, ⇒ P.245 *"2 Tray Finisher (Option)"*.

1 **Press the [Stack] key.**



2 **Enter the number of copies with the number keys.**

Note

❒ To change the entered number, press the **[Clear/Stop]** key.

3 **Set your originals, then press the [Start] key.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the [Start] key.**

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ P.33 *"Batch mode"*.

❶ **Set the original, then press the [Start] key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the [Start] key.**

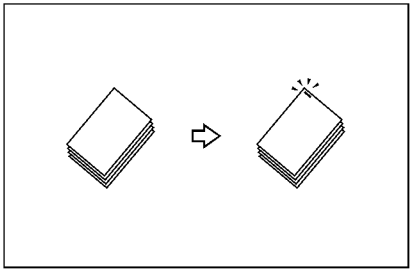
Note

❒ Set the original in the same direction as the first one.

Staple

The optional finisher and the bridge unit are required to use this function.

Each copy set can be stapled together.



2

Limitation

❒ You cannot use the following paper in this function:

- Postcards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper
- Paper of different vertical sizes

Note

❒ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.

❖ Metric version

	With 1000-Sheet Finisher	With 2 Tray Finisher
Paper size	A3, B4, A4, B5	A3, B4, A4, B5
Stapler capacity	• A4 or smaller: 30 sheets (80g/m²) • B4 or larger: 20 sheets (80g/m²)	• A4 or smaller: 50 sheets (80g/m²) • B4 or larger: 30 sheets (80g/m²) • Mixed Size: 30 sheets (80g/m²)
Shift tray capacity (A4) *1	1,000 sheets (80g/m²)	• Finisher shift tray 1: 500 sheets (80g/m²) • Finisher shift tray 2: 1,500 sheets (80g/m²)

*1 Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.

❖ Inch version

	With 1000-Sheet Finisher	With 2 Tray Finisher
Paper size	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□
Stapler capacity	• 8 1/2" × 11" or smaller: 30 sheets (20 lb.) • 8 1/2" × 14" or larger: 20 sheets (20 lb.)	• 8 1/2" × 11" or smaller: 50 sheets (20 lb.) • 8 1/2" × 14" or larger: 30 sheets (20 lb.) • Mixed Size: 30 sheets (20lb.)
Shift tray capacity (8 1/2" × 11"□) *1	1,000 sheets (20 lb.)	• Finisher shift tray 1: 500 sheets (20lb.) • Finisher shift tray 2: 1,500 sheets (20lb.)

*1 Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.
*2 If you copy when the paper remains on the tray, the capacity might be reduced.
*3 Available staple positions are "Top" and "Bottom".

❒ In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

❒ When you select Staple, Sort mode is automatically selected.

Reference

If you want to add staples, ⇒ P.198 "*Adding Staples*".

When staple is jammed, ⇒ P.202 "*Removing Jammed Staples*".

When using 1 Sided → 1 Sided, 1 Sided → 2 Sided, 2 Sided → 1 Sided, 2 Sided → 1 Sided for double copies in Combine mode, select □ original for □ copy, □ original for □ copy.

Stapling position and original setting

Set all the originals in a direction in which they can be read. They will automatically be rotate copied. When there is copy paper that is identical in size and direction as your original, the staple positions are as follows:

When using "1 Sided 2 Pages→ Combine 1 Side", "1 Sided 4 Pages→ Combine 2 Sided" for double copies in Combine mode, select □ original for □ copy, □ original for □ copy.

When using "Top Slant", "Left 2" or "Top 2" with "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" of combine function for double copies, select □ original for □ copies and □ originals for □ copies.

❖ 1000-sheet Finisher

When your machine is equipped with the 1000-sheet finisher, the stapling position will be fixed to "Top Slant".

		Original setting			Stapling position
			Exposure glass	Document Feeder	
STAPLEBE	Top Slant				

Note

❒ Original images are not rotated.

❖ 2 Tray Finisher

		Original setting			Stapling position
			Exposure glass	Document Feeder	
STAPLEAE	Top				
STAPLEBE	Top Slant				
STAPLECE	Bottom		STAPLE25	STAPLE26	STAPLE27
			STAPLE28	STAPLE29	STAPLE30

		Original setting			Stapling position
			Exposure glass	Document Feeder	
STAPLEDE	Left 2				*1
			STAPLE31	STAPLE32	STAPLE33
STAPLEEE	Top 2		STAPLE22ADA	STAPLE23ADA	*1 STAPLE24ADA
			STAPLE10ADA	STAPLE14ADA	STAPLE20ADA

*1 Available staple positions except A3, B4, size of paper.

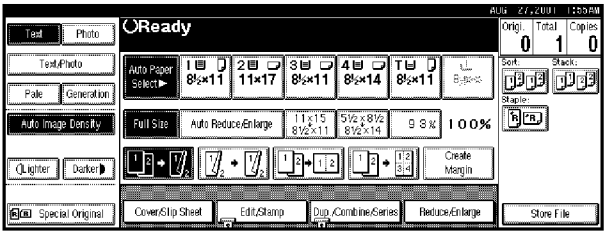
Note

- ❒ You cannot change stapling positions during copying.
- ❒ When the original image is rotated, the stapling direction turns by 90°.
- ❒ By setting orientation of papers and originals, "Blank part will appear. Check orientation." message is displayed. In this case, change the paper orientation.
- ❒ The maximum original image size that can be rotated is as follows:

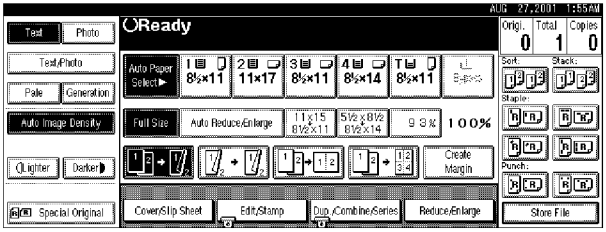
Metric version	A4
Inch version	$8^1/_2" \times 11"$

1 Select one of the stapling positions.

❖ **1000-Sheet Finisher**



❖ 2 Tray Finisher



Note

❒ When you select the stapling position, Sort mode is automatically selected.

Reference

⇒ P.51 *"Stapling position and original setting"*

2 Enter the number of copy sets with the number keys.

Note

❒ To change the entered number, press the **[Clear/Stop]** key.

3 Set your originals, then press the [Start] key.

When setting a stack of originals in the document feeder

❶ Set a stack of originals in the document feeder, then press the [Start] key.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch mode

Reference

⇒ P.33 *"Batch mode"*.

❶ Set the original, then press the [Start] key.

Note

❒ Start with the first page to be copied.

❷ Set the next original. When it is placed on the exposure glass, press the [Start] key.

Note

❒ Set the original in the same direction as the first one.

❸ After all originals are scanned, press the [#] key.